

# GENERAL INFORMATION

## Nondiscrimination Notice

The Grossmont-Cuyamaca Community College District (District) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. The District strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of the groups mentioned above.

Inquiries regarding the equal opportunity policies, the filing of grievances, or for requesting a copy of the college's grievance procedures may be directed to:

### Employees (all faculty and staff):

- Michael Salvador, GCCCD District Director and Title IX Coordinator  
Michael.Salvador@gcccd.edu  
8800 Grossmont College Drive, Bldg. 38H  
El Cajon, CA 92020  
(619) 644-7039

### Students:

- Sara Varghese, Dean of Student Affairs  
Grossmont College - Title IX Investigator  
Sara.Varghese@gcccd.edu  
8800 Grossmont College Drive, Room 60-203  
El Cajon, CA 92020  
(619) 644-7159

Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Accessibility Resource Center (A.R.C) at (619) 644-7112, tone device for deaf (619) 644-7119, Room 60-120 to obtain information on programs

and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

- **Office for Civil Rights**  
U.S. Department of Education  
221 Main Street, Suite 1020  
San Francisco, CA 94105

## Sexual Harassment

**Legal Background:** Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

**Definition:** Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

**Process:** Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaint shall be the joint responsibility of the Dean, Student Affairs and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

## Air Force and Army Reserve Officers Training Corps

### Air Force Reserve Officers Training Corps (AFROTC)

The Air Force Reserve Officer Training Corps (AFROTC) is a three- or four-year program designed to equip students with leadership skills and commission officers for tomorrow's Air Force. Required coursework

includes lectures, a leadership laboratory practical component, panel discussions, dialogues, problem solving, and physical training. All coursework is completed on site at or near SDSU, with the exception of a four-week summer Field Training encampment conducted on a military base between the second and third year.

Scholarships are available for qualified cadets, and may be applied towards tuition, lab fees, and other required items. In addition, scholarship students receive a non-taxable book allowance and monthly stipend. Upon successful completion of the AFROTC program and all requirements for a Bachelor's Degree, cadets are commissioned as Second Lieutenants and serve a minimum of four years in the Active Duty Air Force.

Grossmont College does not have a Reserve Officer Training Corps (ROTC) program on campus; however, through an agreement with San Diego State University, students may participate in Air Force ROTC through the SDSU College of Extended Studies. Credits earned in these classes may be transferred as electives to meet the degree requirements of Grossmont College.

There is no advance application needed to participate in the freshmen or sophomore level course; however, an orientation program, held just prior to the start of the semester, is recommended. Interested students should contact the AFROTC Detachment 075 Recruiting Flight Commander at (619) 594-5550 or see the websites below for more information.

US Air Force Website: <https://www.airforce.com>  
National AFROTC Website: <https://www.afrotc.com>

## American Collegiate English (ACE)

The American Collegiate English (ACE) program is a non-credit intensive intermediate-level English program for international students. International students who do not have the 45 (iBT) TOEFL score required for Grossmont College admission may apply for ACE. Students who complete an ACE session and fulfill the academic requirements in their coursework are eligible to transfer to Grossmont College without a TOEFL score. Two 14-week sessions (Fall and Spring) and an 8-week Summer session are offered. Applications and more information are available at <https://www.grossmont.edu/ace> (<https://www.grossmont.edu/ace/>) or the ACE Office.

**Mission Statement:** American Collegiate English (ACE) is dedicated to assisting international students in their academic, social, and cultural transition to Grossmont College or other U.S. institutions of higher education. Our highly-qualified and professional instructors employ current, engaging methods that focus on the English language skills that help ensure success for the students in their pursuit of higher education.

## Child Development Center

The Grossmont College Child Development Center, operated by the Child Development Program, provides care and education for infant, toddler and preschool children of students, staff and faculty. Please call the Center at 619-644-7715 for information on specific ages, fees, schedules, and registration. Applications are available on the website: <https://www.grossmont.edu/childdevelopment> (<https://www.grossmont.edu/childdevelopment/>).

## Community Service Learning Experience

Community Service Learning (CSL) is a form of "experiential education," which helps students "learn by doing" through structured activities outside of the classroom and by reflecting on these experiences. Through

CSL, students learn about needs in the community while volunteering to address those needs at a specific agency.

At Grossmont College students have the opportunity to earn academic credit for CSLE in about 15 different disciplines. They can apply classroom knowledge to agencies that serve to address a variety of needs, such as homelessness, literacy, the arts, nutrition and aging. The CSL experience can also help students research majors and clarify career goals, while taking part in the larger statewide service agenda.

## Evening, Saturday and Off-Campus Classes

Evening, Saturday and off-campus classes do not differ from those in the regular day program. They are parallel in title and number, prerequisites, course content, outside work required and examinations. Students may also satisfy requirements for the Associate in Arts Degree or the Associate in Science Degree.

The courses offer many possibilities: preparation for a vocation, preparation for transfer to a four-year college, an opportunity to obtain a general education and an opportunity to participate in a short lecture, concert, or film series. Counseling services are available to help students in their educational planning. Admission procedures and requirements described elsewhere in this catalog are applicable to the student.

## International Education Study Abroad Programs

Grossmont College is committed to providing opportunities for students to participate in study abroad programs in foreign countries and to develop their global competence.

### Semester Programs

Grossmont College offers semester-length study abroad programs in other countries through SDICCCA, a consortium of colleges in Southern California. General education courses vary as appropriate to the country where the study abroad program is taking place and to the faculty selected for these programs.

### Summer Programs

A variety of programs are offered during the summer that offer intensive language study combined with study of the local culture and arts.

### Program Format

Classes are held at universities in the host country. Students live in shared apartments or where available may choose to live with local families. Field trips and excursions to nearby points of interest are included in the study abroad programs. College credits earned while studying abroad are transferable and meet all general education requirements.

Costs vary according to location and length of stay. Scholarships, grants, loans and other financial aid options are available for students who qualify. Please contact the Financial Aid Office for more information at 619-644-7129.

Additional information is available at 619-644-7241 and at the Grossmont College website under student activities.

## New Horizons

New Horizons is dedicated to helping students achieve their goals and create new opportunities for themselves and their families. Our program is unique because we serve students who are in vocational majors, also known as career technical education. Services offered are specialized counseling, referrals, and coordination with other campus services. Our goal is to help individuals improve the quality of their lives and attain family economic self-sufficiency through education. You may qualify by one or more of the following if you are:

- A single parent;
- A displaced homemaker;
- A single pregnant woman;
- Low-Income Individual (qualify for fee waiver);
- An academically under prepared student enrolled in a vocational major leading to a certificate, associate degree or skills upgrade.

The New Horizons Office is located in Room 38E-102A, telephone (619) 644-7552, or visit our web site at New Horizons ([grossmont.edu](https://www.grossmont.edu)) (<https://www.grossmont.edu/student-support/calworks/newhorizons.php>). We accept applications year round.

**NextUp formerly, Cooperating Agencies Foster Youth Educational Support (CAFYES)**

## NextUp Foster Youth Services

The NextUp program is designed to serve students from foster care through the Extended Opportunity Programs and Services (EOPS) program. The NextUp program at Grossmont College provides comprehensive support services tailored specifically to the needs of current or former foster youth.

**NextUp Services can include:**

- Academic, Career and Personal Counseling tailored to the needs of Foster Youth
- NextUp College Orientation Services
- Specialized Student Success Workshops
- Book Grants (Fall, Winter, Spring and Summer)
- Meal Vouchers
- NextUp Cash Grants
- Transportation assistance
- Additional services may be provided as needed

**To be eligible for the NextUp program, students must:**

- Be current or former foster youth in California whose dependency was established or continued by the court on or after the student's 16th birthday (students in care at ages 13 to 15 may qualify for the Guardian Scholars program)
- Provide **one** of the following documents to verify foster dependency status:
  - Verification in writing from the county child welfare agency or
  - Verification in writing from the county independent living program or
  - Verification in writing from the county probation agency or
  - Verification in writing from the California Department of Social Services Foster Care Ombudsman

**To be eligible for the NextUp program, students must also:**

- Be no older than 25 years of age at the commencement of any academic year in which they participate in the NextUp program
- Be eligible for the EOPS program
- Be enrolled in 9 or more units at time of acceptance into the program, unless the student has a waiver for fewer units from the A.R.C. (Accessibility Resource Center)

The NextUp Office is located in 60-125. To learn more or check eligibility, please call 619-644-3932.

## Office Professional Training (OPT) Program

Grossmont College Business Office Technology Dept. offers a full-time, one-semester, job-training program for business office careers in accounting, insurance, medical office, and office support.

All tuition, fees, and books are free to eligible persons, along with counseling support and career placement assistance.

Training includes college-credit courses in keyboarding, Microsoft Word, Excel, Outlook, Business English & Communication, Effective Job Search, Social Media for Job Seekers, and Office Systems & Procedures. Career specialization courses are also included.

Program offered every fall and spring semester. Contact the OPT office at 619-644-7247 or [Grossmont.opt@gcccd.edu](mailto:Grossmont.opt@gcccd.edu) for information. <https://www.grossmont.edu/academics/programs/bot/opt.php>.

## Project Success

The Project Success Learning Communities Program is coordinated by the Grossmont College English Department. A learning community consists of cohorts of students enrolled together in two or more courses that are linked and intentionally designed to enhance collaborative, integrative learning and critical thinking.

In any given semester, students may have the option of enrolling in an interdisciplinary link consisting of English 120 and one of the following General Education courses: Psychology 120, Sociology 120, Administration of Justice 110, Child Development 125, or Ethnic Studies 114. These courses satisfy general education requirements for Grossmont and transfer to CSU and UC. Please check the course schedule for available options.

For more information, contact 619.644.7869 or make an appointment to meet with an academic counselor by calling 619.644.7208.

## Schedule of Classes

Grossmont College publishes an online schedule of classes prior to the beginning of each fall and spring semester and one for all summer sessions indicating each course to be offered during the day and evening.

## Summer Session

A student can register for a maximum of eight units during the summer session. Application for admission must be filed prior to each session. College and legal regulations including residence, fees, veterans, financial aid and withdrawal procedures apply. Members of the counseling staff are available throughout the summer session for assistance.

## **Voter Registration**

Register to Vote at [www.sos.ca.gov/elections/voter-registration/](http://www.sos.ca.gov/elections/voter-registration/) (<http://www.sos.ca.gov/elections/voter-registration/>)

For information on early voting dates, please access the Registrar of Voters website at [www.sdvote.com/](http://www.sdvote.com/) (<http://www.sdvote.com/>).

### **Voter Registration Information:**

- **In Person:** 15 days before Election Day
- **By Mail:** Postmarked 15 days before Election Day
- **Online:** 15 days before Election Day

*You can also “conditionally” register and vote at your county elections office after the 15-day voter registration deadline.*

*All dates can be verified online at the Secretary of State ([www.sos.ca.gov/elections/](http://www.sos.ca.gov/elections/)) or county election office ([www.sdvote.com](http://www.sdvote.com/) (<http://www.sdvote.com/>))*